



Area Plan Common Problems

Past and Present...

(Problems encountered in the past area plan reviews and problems encountered in the current Area Plan Update Review)

Advisory Council

- The Advisory Council is underutilized in assisting AAAs with planning.
- The Advisory Council signs the Transmittal Letter before reviewing the entire plan.

General

- The Area Plan was not submitted on time.
- The AAA contact person is not familiar with the Area Plan document or requirements.
- Portions of the Area Plan reflect the incorrect AAA and PSA, indicating that the AAA staff copied another AAA's plan without analyzing the content.
- The Area Plan was delayed due to insufficient time for Governing Board and Advisory Council review.
- There must be consistency between the Budgeted Funding, the Service Unit Plan and the Goals and Objectives.
- The fiscal year on the Appendices and other documents are not for the current fiscal year.

Transmittal Letter

- The Transmittal Letter is not submitted.
- The Transmittal Letter submitted was an obsolete version.
- The Transmittal Letter is not signed.

Area Plan Checklist

- The checklist is not followed.
- The checklist is not completed.
- Boxes are checked for inclusion of documents and no documents are present.

Needs Assessment

- The Needs Assessment was not completed.
- The Needs Assessment findings were not included in the Goals and Objectives.
- The Needs Assessment findings for which there is no funding are not addressed. (Consider spearheading community coalitions to create solutions; encourage advisory council members to work within their communities to focus on the issues and develop alternatives.)

Targeting

- Information related to services for those with limited English-speaking ability not included.
- The estimated number of older individuals residing in rural areas of the PSA is not included in the Update.
- The estimated number of low-income minority older individuals residing in the PS is not included in the Update.

Narrative Description of Relevant Changes

- Does not include significant changes in staffing – turnover, etc.
- Does not include significant changes related to programs.
- Does not identify the location of other pertinent changes in the Area Plan or Update.
- Organization charts are not updated or do not accurately reflect staff and/or do not reconcile with budget.

Goals & Objectives

- Too many objectives to adequately address – inability to realistically complete objectives.
- Objectives identified as Program Development (PD) or Coordination (C) do not meet PD&C criteria.
- PD activities are combined with C activities.
- Objectives are identified as PD or C and should be administrative.
- The objectives are confusing.
- Objectives are inconsistent with funding in the budget
- Objectives do not include all of the required information such as nature of action, party responsible for action, how the action will be accomplished, anticipated outcome of the action, and how the outcome of the action will be measured.
- The Area Plan objectives confuse PD or C with routine AAA administration functions.
- Most of the programs objectives were from previous years and not updated.
- In some cases, no objectives were left under a program after making the above revisions.
- The objective is unclear.
- The objective does not have a status on the update – new, completed, etc.
- The objectives are missing beginning and end dates.

Program Development (PD) & Coordination (C)

- Objectives do not meet criteria.
- Objectives are combined.
- Objectives do not reconcile with amount funded in budget.
- There is no funding in budget for PD or C.
- Failure to document PD/C activities on employee records.
- PD activities do not work to establish a new program.
- Objectives that are administrative in nature are listed as PD or C.
- Appendix II - There is no discussion of PD or C and Adequate Proportion at the public hearing.
- Program Development and Coordination objectives are repeats of previous years.
- There is no rationale for continuing or deleting PD or C Objectives.
- Activity must be time limited in order to be allowable as a PD activity.
- PD or C objectives were “ongoing” and not time limited.

Service Unit Plan

- The goals and objectives identified in the Service Unit Plan are incorrect for the service category.
- The SUP does not include units of service for all categories that are funded in the corresponding budgets.
- The budget does not include funding for units of service identified in the SUP.

Title III B

- Homemaker: There are funds budgeted for this program, but the Service Unit Plan does not specify any objectives.
- There are objectives and activities but no funding in the budget.
- Objectives are poor and are not specific to the program.
- Service Units are not included although there are specific goals and objectives.

Ombudsman

- Resident visitation (other than in response to complaints): Are the 33 visits to SNFs and the 18 visits to RCFEs correct figures? Since Ombudsmen maintain a presence in facilities for reasons other than complaint investigation, the proposed figures may be incorrect.
- Sessions: This section is unclear. Do these sessions refer to certification training, which is a 36 hour course? One-hundred and forty hours would result in 3.8 certification trainings; however, there are 12 trainees.

Title III C

- There was no funding for C-2 nutrition education.
- Congregate meals are lower than the number of meals served in previous years. Why?

Title III D

Title III-D Disease Prevention and Health Promotion: Budget amount and units of service do not reconcile.

Title III E

- The Service Unit Plan specifies that Community Education will be provided. However, there are no funds included in the budget for this service.
- The objective does not state what activities the AAA is planning to support the development of caregiver support groups and Supplemental Services. How does the objective fit with the services on the SUP: Outreach, Community Education, I&A, Comprehensive Assessment?
- Must provide program objectives for all budgeted/planned activities, including objectives that address activities planned with contracted providers.
- The SUP identifies programs that are **not** funded
- The SUP does not include any service units or objectives for programs that **are** funded in the current budget.
- Peer Counseling - Service Units and a Goal, yet no Funding.
- Visiting - No SUP - Has Goals and Objectives, no Funding.
- Translation/Interpretation - Service Units and a Goal, yet no Funding.
- Assistive Devices - No SUP - Has Goals and Objectives, no Funding.
- There is no funding for Outreach in the III E budget, yet there are Service Units.
- Placement - Service Units and a Goal, yet no Funding.
- Outreach - Service Units and objectives, yet no Funding.
- The SUP must have current objectives identified when funds are allocated in the Area Plan Budget.
- The explanation regarding how III E Supplemental Services for caregivers are being met needs further detail.

Title V

- Title V: The units of service are incorrect on the SUP; this AAA receives 22 CDA slots. The SUP must be corrected. All FYs listed in the SUP must be updated to reflect the correct FY. The objectives for this program are only listed in the SUP; they are not listed in the Plan like all other objectives. All objectives must be listed in the plan in addition to being listed in the SUP.
- Employment The Service Unit Plan shows 1,353 proposed units of service. However, objective 2.4.7 includes 1,350 units of service.
- The Title V Service Unit Plan indicates 27 individuals to be served and objective 2.4.7 indicates 42 individuals to be served.